

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Director, Planning, Programming and Budgeting

SUBJECT : Accounting for External Training

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. For two years prior to FY 67, external training costs had been controlled by means of a separate allotment to the Office of Training. Offices budgeted for their own external training, and the total amount budgeted was allotted to the Office of Training. In 1967 a revised system provided that offices would budget for their external training requirements and would provide a citation of funds to the Office of Training after preliminary processing of the training request by the Office of Training.

3. After more than three months' trial of the modified system, the Office of Training still finds the previous system preferable. They cite as basis for this preference the fact that they must work with so many certifying officers, as many as 30 on a single billing, and the need for last minute changes (due to cancellations, etc.). The Office of Training does not feel that they can assure comparable handling of external training requests under the present system.

4. You will recall that in a recent meeting regarding the Training Selection Board it was agreed that we would return to the procedure whereby a single allotment for external training will be made to the Office of Training.

5. Since a change of fiscal procedure is more practical at the start of a fiscal year, I recommend that you approve a return to the

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system in use for FY 66 as described in paragraph 2, effective 1 July 1967.

R. L. Bannerman
Deputy Director
for Support

The recommendation contained in paragraph 5 is approved.

Executive Director -Comptroller

Date

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